



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 563.2

Job Title: **WATER SERVICE INSPECTOR II**

Pay Grade: 15

### **GENERAL SUMMARY:**

Collects water billings; reviews, inspects, replaces and repairs meters and related complex or heavy equipment to ensure accurate readings and quality water service.

### **RESPONSIBILITIES:**

- Acts as a lead in training Water Service Inspector I's in operational methods, policies, procedures, and the use of heavy equipment.
- Monitors, maintains, cleans, and operates moderately complex and heavy equipment such as air hammers, compressors, dump trucks, roll back trucks, backhoes, tractors, and meter test machines.
- Collects on delinquent customer accounts, connects and disconnects service, and removes illegal connections.
- Inspects status of accounts, condition of water meters and related parts for installation; performs repairs, replacements, removals, light pipe fitting, installations, and rebuilds meters.
- Performs on/off and accuracy tests and assists with calibrations.
- Reads water meters. Install reset and pull 5/8" to 2" meters.
- Investigates and reviews customer complaints.
- Issues and receives meters, loads and unloads meters, sets up scrap pallets, and stocks vehicles and tools and parts.
- Distributes notices for open lines, turnoffs, and meter rechecks.
- Completes contracts for new water services in the field.
- Enters completed work into electronic handheld system and prepares periodic work summary reports.
- Secures work area, sets up and removes safety signs and safety cones.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Two years of experience reading water meters are required.

### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Meter Reader  
Water Service Inspector I  
Water Service Inspector II  
Water Service Inspector III

*Effective: October 1990*

*Revised: January 1996*